



A Unit of the Technical College System of Georgia

Guide for Advisory Committees

Updated: November 2011

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INTRODUCTION

This handbook is designed to be a guide for Augusta Technical College Advisory Committee Members. Over the years, the time and effort of the program advisory committee members have helped develop and maintain excellent instructional programs. The information in this handbook is designed to assist new advisory committee members in future efforts to improve instruction.

COLLEGE MISSION

Augusta Technical College, a unit of the Technical College System of Georgia, is a public postsecondary institution that promotes and provides the educational, economic, and community development needs of its service area.

GOALS

- To provide competency based associate degree, diploma, and technical certificate of credit programs to prepare students for employment.
- To provide adult basic education services to prepare students for access to postsecondary education.
- To provide learning support courses to prepare students for access to postsecondary education.
- To provide opportunities for lifelong learning through credit and non-credit courses, workshops, and seminars.
- To contribute to the development of business and industry and the community through customized education, job training, and retraining.
- To provide seamless education system by collaborating with area secondary and postsecondary institutions.
- To provide support services and activities to enable students to develop and achieve educational, personal, and career goals.
- To provide opportunities that allow employees to remain current in their respective positions.
- To provide a planning and management system for the allocation of resources to support programs and services.
- To provide a positive image through marketing and public relations activities.
- To provide an institutional development program to enhance the College mission.
- To provide services and resources to enhance planning and decision-making.

Approved by College Board of Directors June 3, 2009

PURPOSE

The purpose of a program advisory committee is to provide expert support for each degree/diploma/selected certificate program. A program advisory committee is established to promote interaction between the program and businesses and industries served by the program. Program faculty use the expertise of the advisory committee to improve program content and operation.

FUNCTION

- Program advisory committees assist with developing strategic and operational plans.
- Program advisory committees provide recommendations regarding existing degree/diploma/selected certificate course offerings.
- Program advisory committees provide advice regarding curriculum content to ensure that courses relate to present and future employment needs.
- Program advisory committees make suggestions regarding the modification, addition, or deletion of course offerings.
- Program advisory committees support degree/diploma/selected certificate programs through public relations activities.
- Program advisory committees make recommendations regarding the design and use of physical facilities.
- Program advisory committees make recommendations regarding the selection and maintenance of equipment.
- The program advisory committee assists in evaluation of program effectiveness, job development, job placement, program promotion, evaluation in relation to standards, program advocacy, and industrial support of the program.
- The program advisory committee reviews and recommends requirements for admissions, program content and length, program objectives, instructional materials and tests, equipment, technology, methods of evaluation, and level of skills and/or proficiency required for completion of new, existing, and revised programs.
- The program advisory committee submits its recommendations regarding programmatic changes to the appropriate state-level technical committee for review on an annual basis.
- Program faculty provides documented evidence that program advisory committee recommendations are considered with specific action taken.

MEMBERSHIP

The membership of each program advisory committee is representative of the community and employment market served by the program. As Augusta Technical College serves five counties, representation of all five counties is sought for each advisory committee. Augusta Technical College has a main campus in Augusta, satellite campuses in McDuffie County and Burke County, and a center in Grovetown. One advisory committee serves each Augusta Technical College program, even if the program is offered in more than one location.

With cooperation from the administrators of Augusta Technical College, faculty members from each program select the advisory committee members. The program advisory committee is composed primarily of persons in the industry served by the program and includes persons within the community and employment market who positively impact the program. The committee members must include a cross-section of representatives from related businesses and industries who have varying occupational positions. Also, the membership may include education representatives from high school programs and four-year college or university programs.

The advisory committee is comprised of a minimum of three members external to the College. The program advisory committee includes the program faculty and the instructional dean as *ex officio* members. Ex-officio members cannot vote nor make motions or second motions. The term of membership is usually a minimum of three years and staggered so that no more than one-third of the membership is replaced in one year. Outgoing program advisory committee members should be recognized for their dedication and efforts to improve the quality of the program.

MEETINGS

The program advisory committee has regularly scheduled formal advisory committee meetings that focus on planning, developing, implementing, and evaluating the program. The advisory committee meets a minimum of two times annually, usually during spring (spring meeting) and fall terms (fall meeting) with a minimum of three external members present.

Agenda

An agenda should be distributed to each advisory committee member at least one week in advance of the scheduled meeting. (See [Appendix A](#) for an example of a reminder letter. See [Appendix B](#) for templates and examples of spring and fall agendas.)

Election of Officers

The program advisory committee elects officers, including a chairperson and a secretary. The chairperson must not be an ex officio member; however, the secretary may be a faculty member. The chairperson of each program advisory committee assists program faculty in developing the agenda for each meeting.

Program of Work

The advisory committee has a planned program of work, which is approved annually. A program of work is a listing of goals for the advisory committee to work toward during the year. Each goal should also include strategies for reaching the goal. (See [Appendix C](#) for an example of a program of work.)

Minutes

Minutes are recorded for each advisory committee meeting. (See [Appendix D](#) for an example of minutes.) The minutes reflect the members and ex officio members present and absent; date, time, and place of the meeting; and progress toward the program of work. Minutes are sent to the advisory committee members, the instructional dean, and Vice President of Academic Affairs, who keeps an open file of minutes and the annual rosters of advisory committee members for a minimum of three years.

Membership Roster

The membership roster should include name, title, business, address, phone number(s) and email. (See [Appendix E](#) for an example of a roster.) Meeting minutes, agendas, rosters, and programs of work must be submitted to the Vice President of Academic Affairs within 72 hours of the completion of the meeting.

Annual Program Evaluation

Each year the advisory committee will review the program of study against its program standards. This evaluation reviews the program standards established by the Technical College System of Georgia and determines if the program is meeting the standards. (See [Appendix F](#) for an example of the Program Evaluation.)

Appendix A



November 29, 2011

Mr. Mike Wren
Comptroller Division
Medical College of Georgia
1120 15th Street
Augusta, GA 30912-8000

Dear Mr. Wren

The fall meeting of the Augusta Technical College Accounting Advisory Committee is planned for Friday, September 7, 2010, at 12 noon at the Café on the Green Restaurant located at 4271 Washington Road.

Enclosed are copies of the ACC 1101 and ACC 1102 course competencies. We will review and discuss the content of these courses at our meeting to determine if the content is current and relevant. Also enclosed is an agenda for the fall meeting. If you need to add anything to the agenda, please call or email me.

Our bylaws state that an advisory committee meeting must have at least 3 members attending not including the instructors; therefore, your attendance is very important. If you are unable to attend, please send a representative from your company. Please call me at (706) 771-4063 or email me at kbradley@augustatech.edu confirmation of attendance.

I look forward to seeing you on September 7.

Sincerely

Kurt Bradley
Advisory Committee Secretary
ds

Enclosures

Appendix B

Spring Advisory Committee Meeting AGENDA

Augusta Technical College

Program Name:

Date:

Time:

Location:

Welcome/Call to Order

Advisory Chairperson

Sign In/Roster Update

Intro of New Members

Approval of Minutes

Program updates by campus

(add name)

- Enrollment
- Graduates
- Faculty changes
- Miscellaneous

Program of Work Review and Approval

(add name)

Election of Officers

(add name)

Curriculum Updates/Discussion

(add name)

- Review of program and course content
- Consortium/Probe updates
- TCCs
- Instructional material and equipment

Industry Trends Affecting Program

(add name)

- Technology
- Employment

Recruitment and PR Opportunities

(add name)

- Internships
- Field Trips
- Guest Speakers
- Marketing Ideas

(Add Agenda Item(s) if needed)

(add name)

Tour of Facilities

(add name)

Announcements

(add name)

Schedule Fall Meeting (Date & Time)/Adjournment

(add name)

**Spring Advisory Committee Meeting AGENDA
Augusta Technical College**

Program Name: Practical Nursing, Patient Care Assisting, Health Care Assisting

Date: 3/23/2007

Time: 3p.m.

Location: Room 922

Welcome/Call to Order

Advisory Chairperson –

Sign In/Roster Update

Deanna Bentley, RN

Intro of New Members

Approval of Minutes

Announcements

Vera McDowell

Program updates by campus

Sara Lanier - Augusta

- Enrollment
- Graduates
- Faculty changes
- Miscellaneous

Beverly Moore – Waynesboro

Denise Fowler - Thomson

Program of Work Review and Approval

Sara Lanier and Deanna Bentley

Election of Officers

Sara Lanier

Curriculum Updates/Discussion

Sara Lanier and All Faculty

- Review of program and course content
- Consortium/Probe updates
- TCCs
- Instructional material and equipment

Industry Trends Affecting Program

Advisory Members

- Technology
- Employment

Recruitment and PR Opportunities

Sara Lanier and All Faculty

Internships

Field Trips

Guest Speakers

Laws and Rules of the Georgia Board of Examiners
of Licensed Practical Nurses

Pat Lisk

Tour of Facilities

Faculty and Advisory Members

Schedule Fall Meeting (Date & Time)

Vera McDowell

Adjournment

Deanna Bentley

**Fall Advisory Committee Meeting AGENDA
Augusta Technical College**

Program Name:

Date:

Time:

Location:

Welcome/Call to Order

Advisory Chairperson

Sign In/Roster Update

Intro of New Members

Approval of Minutes

Program updates by campus

(add name)

- Enrollment
- Graduates
- Faculty changes

Annual Program Evaluation

(add name)

Warranty Claims

(add name)

Work Ethics Review

(add name)

Review College Mission Statement

(add name)

Curriculum Updates/Discussion

(add name)

- Review of program and course content
- Consortium/Probe updates
- TCCs
- Instructional material and equipment

Industry Trends Affecting Program

(add name)

- Technology
- Employment

Recruitment and PR Opportunities

(add name)

- Internships
- Field Trips
- Guest Speakers
- Marketing Ideas

(Add Agenda Item(s) if needed)

Announcements

(add name)

Schedule Spring Meeting (Date & Time)

(add name)

Adjournment

(add name)

Fall Advisory Committee Meeting AGENDA Augusta Technical College

Program Name: Practical Nursing, Patient Care Assisting, Health Care Assisting

Date: 9/18/2006

Time: 3p.m.

Location: Room 922

Welcome/Call to Order

Advisory Chairperson – Deanna Bentley,
RN

Sign In/Roster Update

Intro of New Members

Approval of Minutes

Announcements

Sara Lanier

Program updates by campus

Sara Lanier

- Enrollment
- Graduates
- Faculty changes

Annual Program Evaluation

Vera McDowell

Warranty Claims

Ernestine Johnson

Work Ethics Review

Denise Fowler

Review College Mission Statement

Pat Lisk

Curriculum Updates/Discussion

Sara Lanier and All Faculty

- Review of program and course content
- Consortium/Probe updates
- TCCs
- Instructional material and equipment

Industry Trends Affecting Program

Advisory Members

- Technology
- Employment

Recruitment and PR Opportunities

Sara Lanier and All Faculty

- Internships
- Field Trips
- Guest Speakers
- Marketing Ideas

Admission Changes, Curriculum Changes, and Health Care
Assisting Program

Sara Lanier and Mary Walker

Schedule Spring Meeting (Date & Time)

Vera McDowell

Adjournment

Deanna Bentley

Appendix C

AUGUSTA TECHNICAL COLLEGE
Business Administrative Technology
Advisory Committee
2009/10 Program of Work

1. To make recommendations regarding existing program offerings including curriculum content, physical facilities, selection of equipment, student services, etc.
2. To attend at least two meetings.
3. To have each member of the committee tour the business division facility and other parts of the campus.
4. To review course offerings and make suggestions on revisions or updates as deemed necessary according to industry standard.
5. To evaluate the Business Administrative Technology programs using standards established by the Technical College System of Georgia (TCSG).
6. To review the college's/program's mission and goals.
7. If possible, attend or participate in the college's activities including graduation, visiting and/or speaking to classes, honor society induction ceremonies.
8. Develop and approve Annual Program of Work.
9. Rate graduates of programs through surveys; use the Institutional Effectiveness Plan (Nichols Model) as an evaluation instrument for the development and review of follow-up surveys.
10. To elect at a minimum a chairperson and secretary.

Appendix D

Augusta Technical College Spring Advisory Committee Minutes

Program Name:

Date:

Time:

Location:

Present:

Absent:

TOPIC	DISCUSSION	ACTION
Welcome/Call to Order Sign In/Roster Update Intro of New Members Approval of Minutes		
Program updates by campus <ul style="list-style-type: none"> ○ Enrollment ○ Graduates ○ Faculty changes ○ Miscellaneous 		
Program of Work Review and Approval		
Election of Officers		
Curriculum Updates/Discussion <ul style="list-style-type: none"> ○ Review of program and course content ○ Consortium/Probe updates ○ TCCs ○ Instructional material and equipment 		
Industry Trends Affecting Program <ul style="list-style-type: none"> ○ Technology ○ Employment 		
Recruitment and PR Opportunities <ul style="list-style-type: none"> ○ Internships ○ Field Trips ○ Guest Speakers ○ Marketing Ideas 		

<i>(Add Agenda Item(s) if needed)</i>		
Tour of Facilities		
Announcements		
Schedule Fall Meeting (Date & Time)/Adjournment		

Augusta Technical College Spring Advisory Committee Minutes

Program Name: Practical Nursing, Patient Care Assisting, Health Care Assisting

Date: 3/23/2007

Time: 3 p.m.

Location: Room 922

Present: D. Bentley, K. Williams, Dr. C Price, K. Roland, V. Burt. C. Prosnak, V. Burt
 Ex Officio Members – V. McDowell, P. Lisk, L. Mangrum, E. Johnson, B. Moore, S. Lanier,
 M. Walker, Linda Jung, Wren Clark, G. Taylor, Dr. M. Frank-Alston, T. Duzenski

Absent: M. Owens, L. Monroe, M. Jarrell, G. Fuller, C. Ingram, M. Whittington, D. Peeples

TOPIC	DISCUSSION	ACTION
Welcome/Call to Order Sign In/Roster Update Intro of New Members Approval of Minutes	Minutes reviewed.	Minutes approved.
Announcements	-GLPNA Convention – October 17, 2007- Macon -Career Fair – April 17 – 9.a.m. – 12.p.m. -Wellness Fair – Augusta – April 19, Waynesboro – April 24, Thomson – April 24, all 9.a.m. – 1.p.m. -Pinning – Waynesboro – June 15, Augusta – June 16 – Advisory Members invited -Building 5,000 sq. ft. – EMS Training Center across from ITC – will give more classroom space in 900 bldg. -Expanding parking lot behind 900 bldg. -GA Work Ready Certification – Evaluation and upgrade to work ready, job skills matched with employment opportunities. Services will be provided at Augusta Technical College -Graduation – June 16, 2007 – James Brown Arena	All advisory members invited to attend GLPNA Convention, Career Fairs, Wellness Fairs, Pinning, and Graduation.
Program updates by campus <ul style="list-style-type: none"> ○ Enrollment ○ Graduates ○ Placement ○ NCLEX- PN Pass Rate ○ Faculty changes ○ Miscellaneous 	Enrollment Augusta– PN – 43, PCA – 15, HCA – 40 Thomson – PN – 41, PCA – 15, HCA – 10 Waynesboro – PN – 24, PCA – 15, HCA - 10 Graduates – Augusta – 20, Thomson – 15, Waynesboro - 10 Placement – 100% for all programs, all campuses NCLEX-PN Pass rate – 80% for all campuses for FY 2006 Faculty – Tamara Youngblood, RN, MSN – Waynesboro PN Instructor	Continue to update curriculum and implement changes to increase NCLEX-PN pass rates – Update tests according to NCLEX-PN Test Plan. - Implement ATI – Comprehensive review and testing program.

TOPIC	DISCUSSION	ACTION
Program of Work Review and Approval	Reviewed Annual Program of Work, Program Evaluation Plan, and Program Evaluation Schedule. The PN program is reviewed each year with the Advisory Committee according to the Program Evaluation Plan.	Progress on the Program of Work is documented in the Spring and Fall Advisory Committee Minutes. Program of Work approved by Committee.
Election of Officers	Officers agreed to continue serving	Current Officers will serve in 2007. Deanna Bentley – Chairperson. Vera McDowell - Secretary
<p>Curriculum Updates/Discussion</p> <ul style="list-style-type: none"> ○ Review of program and course content ○ Consortium/Probe updates ○ TCCs ○ Instructional material and equipment 	<ul style="list-style-type: none"> - Program and course content reviewed. - ATI Implementation - This comprehensive review and testing program will assist students throughout the program and with the NCLEX-PN. - All curriculum materials are available to Advisory Committee Members for review. - Clinical Contracts reviewed are current. Students review clinical facilities each term. - Statewide Program Standards revision schedules for 2009. - TCCs – HCA – Unit Health Clerk specialization beneficial to students entering PN, clinical sites available. PCA – regulations regarding certification changing – updates will be discussed in Fall 2007. - Equipment money is allocated according to needs documented in the Performance Accountability System. Vital Sim adult and pediatric mannequins purchased for Augusta Campus. 	<p>ATI planned to be implemented in Spring Qtr. 2007.</p> <p>Update clinical contracts as needed. Share student evaluations with clinical facilities.</p>

TOPIC	DISCUSSION	ACTION
<p>Industry Trends Affecting Program</p> <ul style="list-style-type: none"> ○ Technology ○ Employment 	<p>Clinical agencies input: University Hospital – Magnet Status for Nursing Excellence –bar code medication administration started - Med-Rx.</p> <p>Southern Home Health- Augusta West Parkway- Kathy Williams – Hires both LPNs and CNAs.</p> <p>Cindy Prosnak- McDuffie County Hospital stated that the facility was an excellent learning experience for the students due to the variety of patients & problems. Spoke briefly about importance of infection control.</p> <p>Augusta State – LPN to RN Augusta Tech. graduates are very well prepared.</p> <p>Ga. War.- Graduates are very well prepared. Kay Roland suggested Math for Meds as a resource for students having problems in AHS 102 – Drug Calculation and Administration.</p>	<p>Students are using computerized documentation and medication administration at University, VA, and Doctor’s Hospitals.</p> <p>Continue to stress infection control in AHS 104 – Intro to Health Care and throughout program.</p>
<p>Recruitment and PR Opportunities</p> <ul style="list-style-type: none"> ○ Internships ○ Field Trips ○ Guest Speakers ○ Marketing Ideas 	<p>Clinical experiences provide excellent recruitment and PR opportunities.</p> <p>Field trip – GLPNA Convention in Fall</p> <p>Guest Speakers – Nurses and other health professionals from clinical sites</p>	<p>Encouraged Advisory Members to serve as guest speakers.</p>
<p>Laws and Rules of the Georgia Board of Examiners of Licensed Practical Nurses</p>	<p>Laws and Rules are available at the Secretary of State Website – www.sos.state.ga.us</p> <p>40% of clinical now must be must be in an acute care area, & the number of licensed beds must be 3-per –student.</p>	<p>Decrease in number of licensed beds per student will allow placement of increase number of students in small facilities such as Burke County Hosp. Approximately 80% of clinical is now in acute care setting.</p>
<p>Tour of Facilities</p>		
<p>Schedule Fall Meeting (Date & Time)/Adjournment</p>	<p>September 17, 2007 – 3 p.m. – 922</p>	<p>Members to send alternate if they cannot attend.</p>

Augusta Technical College Fall Advisory Committee Minutes

Program Name:

Date:

Time:

Location:

Present:

Absent:

TOPIC	DISCUSSION	ACTION
Welcome/Call to Order Sign In/Roster Update Intro of New Members Approval of Minutes		
Program updates by campus <ul style="list-style-type: none"> ○ Enrollment ○ Graduates ○ Faculty changes ○ Miscellaneous 		
Annual Program Evaluation		
Warranty Claims		
Work Ethics Review		
Review College Mission Statement		
Curriculum Updates/Discussion <ul style="list-style-type: none"> ○ Review of program and course content ○ Consortium/Probe updates ○ TCCs ○ Instructional material and equipment 		
Industry Trends Affecting Program <ul style="list-style-type: none"> ○ Technology ○ Employment 		
Recruitment and PR Opportunities <ul style="list-style-type: none"> ○ Internships ○ Field Trips ○ Guest Speakers ○ Marketing Ideas 		

(Add Agenda Item(s) if needed)		
Tour of Facilities		
Announcements		
Schedule Spring Meeting (Date & Time)		
Adjournment		

Augusta Technical College Fall Advisory Committee Minutes

Program Name: Practical Nursing, Patient Care Assisting, Health Care Assisting

Date: 9/18/2006

Time: 3 p.m.

Location: Room 922

Present: D. Bentley, C. Martin, H. Crawford, K. Williams, G. Fuller, L. Monroe, M. Smith, K. Roland, C. Price, M. Whittington, K. Willoughby, V. Burt

Ex-Officio Members – V. McDowell, S. Lanier, P. Lisk, M. Pella, D. Fowler, E. Johnson, L. Jung, M. Walker, D. Fowler, R. Hall

Absent: B. DeSalles, C. Ingram, S. Banks, D. Peoples

TOPIC	DISCUSSION	ACTION
Welcome/Call to Order Sign In/Roster Update Intro of New Members Approval of Minutes	Minutes reviewed.	Minutes approved.
Announcements	NAPNES Convention – will be held in Macon, Nov. 6, 2006. Instructors and students will attend Student Day	Advisory Members encouraged to attend.
Program updates by campus <ul style="list-style-type: none"> ○ Enrollment ○ Graduates ○ Faculty changes ○ Miscellaneous 	Enrollment Augusta– PN – 45, PCA – 15, HCA – 40 Thomson – PN – 40, PCA – 15, HCA – 15 Waynesboro – PN – 24, PCA – 15, HCA - 12 Graduates – Augusta – 22, Thomson – 20, Waynesboro - 15 Placement – 100% for all programs, all campuses NCLEX-PN Pass rate – Waiting on Board results for FY 2006 Faculty – Tamara Youngblood, RN, MSN – Waynesboro PN Instructor	Continue to update curriculum and implement changes to increase NCLEX-PN pass rates – Update tests according to NCLEX-PN Test Plan. - Investigate comprehensive review and testing programs.
Annual Program Evaluation	Reviewed items on Annual Program Evaluation – See attached.	Evaluation completed by Advisory Committee Members and signed by Chairperson
Warranty Claims	Reviewed Warranty Statement. Warranty claims reported to DTAE include what is done to assist graduates who have not passed state board. The warranty is included on each syllabus and is in the college catalog.	Continue Process
Work Ethics Review	Reviewed Work Ethics Program & stated it is in writing on each syllabus. Students are given a numeric grade at midterm and at the end of each course. This grade does not affect GPA. See attached Work Ethics evaluation.	Encouraged Advisory Committee Members to request transcripts on graduates in order to view Work Ethics grades.
Review College Mission Statement	Reviewed College Mission Statement. Mission of PN program is consistent with ATC.	Continue Process

TOPIC	DISCUSSION	ACTION
<p>Curriculum Updates/Discussion</p> <ul style="list-style-type: none"> ○ Review of program and course content ○ Consortium/Probe updates ○ TCCs ○ Instructional material and equipment 	<p>- Course Content, Objectives, Instruction reviewed. Evaluation of students – Unit tests are being changed according to NCLEX –PN Test Plan- Have previewed the Assessment Technologies Institute complete review, preparation & testing package. Testing guidelines to discourage cheating have been implemented.</p> <p>- Statewide Consortium meeting held in Spring – no changes</p> <p>- TCCS – HCA – offered on each campus</p> <p>PCA – offered on each campus</p> <p>-Equipment money is allocated according to needs documented in the Performance Accountability System.</p>	<p>Plan to implement ATI by Winter or Spring '07.</p>
<p>Industry Trends Affecting Program</p> <ul style="list-style-type: none"> ○ Technology ○ Employment 	<p>University – Commented on Professionalism of students.</p> <p>VA –Hiring more NA's . 6A & 4A will no longer be one unit they should split some time in October.</p> <p>MCG-Documentation is now on the computer & is going well. Next is Doctor's orders-a little behind schedule</p> <p>MCG- Gary Fuller – Outpatient lab will no longer be drawing labs for inpatient blood work. There are 2 positions in CMC.</p> <p>St. Joseph's –Triad to purchase St. Joseph. Triad is under HCA out of Plalno,TX ,which is a faith based organization. The hospital also has physicians that are share holders . When things are up and running there will be a need for NA's , not sure about LPN's yet. Contact Marsha Smith for student programs.</p> <p>Southern Home Care-Kathy Williams – Employ LPNs. Have 22 offices in GA.</p> <p>Ga. War Vet.-K. Roland- Residents have pictures on ID bands. Will hire LPN's.</p> <p>University-Deanna Bentley –Bar code Drug administration. All charting on computer.</p> <p>University-Victoria Burt-Cardiac Rehab. Has moved to the 5th level of parking deck. In 3 years Cardiac Tower will be completed.</p> <p>Health Dept.-Lemont Monroe-Expanding clinic-ECPHD – Job openings for LPNs.</p>	<p>Students are using computerized documentation and medication administration at University, VA, and Doctor's Hospitals.</p> <p>Announce job opportunities to students.</p>

TOPIC	DISCUSSION	ACTION
<p>Recruitment and PR Opportunities</p> <ul style="list-style-type: none"> ○ Internships ○ Field Trips ○ Guest Speakers ○ Marketing Ideas 	<p>Clinical experiences provide excellent recruitment and PR opportunities. Field trip – GLPNA Convention in November Guest Speakers – Nurses and other health professionals from clinical sites</p>	<p>Encouraged Advisory Members to serve as guest speakers.</p>
<p>Admission Changes, Curriculum Changes, and Health Care Assisting Program</p>	<p>Students are now admitted to the Health Care Assisting Program to take English, math, psychology, anatomy and physiology, medical terminology, intro to microcomputers, AHS 104 and a specialized course in the health care field (such as hemodialysis, phlebotomy, ECG, etc) prior to entering the PN program. Admission to the PN program is determined by total GPA and GPA on Math and Anatomy and Physiology. The student should put HCA as 1st major & nsg. as 2nd major. There is no waiting list for the PN program. If the student is not admitted, they must apply to the program again. Program Flyer and Curriculum outline distributed.</p>	<p>AHS 104 has been removed from the PN curriculum & added to the HCA curriculum. When the students are ranked for admission we do not know where the GPA cut-off will be until all grades are evaluated. Only one course in the HCA Curriculum can be repeated to achieve the minimum grade of "C". Courses can be repeated to achieve a higher grade and increase the chance for admission. Will be evaluating changes in the admissions process and curriculum each term and at the end of the program. Will be evaluating impact of changes on NCLEX-PN pass rates and attrition.</p>
<p>Tour of Facilities</p>		
<p>Schedule Spring Meeting (Date & Time)</p>	<p>Spring Meeting – March 23, 2007 3pm</p>	<p>Members to send alternate if they cannot attend.</p>
<p>Adjournment</p>		

Appendix E

ROSTER ACCOUNTING ADVISORY COMMITTEE MEMBERS 2010-2011

Mr. John Smith, Advisory Chair
Business Manager
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1120 15th Street
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Ms. Carla Lester
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3474 Mike Padgett Highway
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706 796-4621
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Mr. Alvin Lewis
Lewis Accounting Service
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Mr. Felix Robinson, Assistant Controller
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Mr. John Brown, Comptroller
Medical College of Georgia
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Mr. Mike Tyler, Controller
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Ms. Linda LaMarr, Internal Auditor
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2083 Heckle Street
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Appendix F

AUGUSTA TECHNICAL COLLEGE ANNUAL PROGRAM EVALUATION

PROGRAM _____ YEAR _____

Recommendations

	None	Needs Improvement	Program in Compliance
1. Foundation			
a. Philosophy	_____	_____	_____
b. Purpose	_____	_____	_____
c. Goals	_____	_____	_____
d. Program Objectives	_____	_____	_____
e. Availability	_____	_____	_____
f. Evaluation	_____	_____	_____

Comments: _____

Recommendations

	None	Needs Improvement	Program in Compliance
2. Admissions			
a. Admissions Requirements	_____	_____	_____
b. Provisional Admission Requirements	_____	_____	_____
c. Recruitment	_____	_____	_____
d. Evaluation and Planning	_____	_____	_____

Comments: _____

Recommendations

	None	Needs Improvement	Program in Compliance
3. Program Structure			
a. Curriculum Design	_____	_____	_____
b. Program Numbering System	_____	_____	_____
c. Program Consistency	_____	_____	_____
d. Exit Points	_____	_____	_____
e. Faculty Credentials	_____	_____	_____
f. Course Sequence	_____	_____	_____
g. Electives	_____	_____	_____
h. Course Transferability (In System)	_____	_____	_____
i. Course Transferability (Outside System)	_____	_____	_____

Comments: _____

Recommendations

	None	Needs Improvement	Program in Compliance
4. Program Evaluation and Planning			
a. Program Evaluation	_____	_____	_____
b. Program Planning	_____	_____	_____
c. Enrollment, Graduation, and Placement Levels	_____	_____	_____
d. Attrition	_____	_____	_____
e. Student Performance	_____	_____	_____
f. Work Ethics	_____	_____	_____

Comments: _____

Recommendations

	None	Needs Improvement	Program in Compliance
5. Instructional Program			
a. Course Content	_____	_____	_____
b. Course Objectives	_____	_____	_____
c. Course Instruction Methods	_____	_____	_____
d. Occupation Based Instruction	_____	_____	_____
e. Evaluation of Students	_____	_____	_____
f. Grading System	_____	_____	_____
g. Laboratory Management	_____	_____	_____
h. Equipment, supplies, and Materials	_____	_____	_____
i. Physical Facility	_____	_____	_____

Comments: _____

Recommendations

	None	Needs Improvement	Program in Compliance
6. Student Skills			
a. Academic Skills	_____	_____	_____
b. Employability Skills	_____	_____	_____

Comments: _____

Recommendations

	None	Needs Improvement	Program in Compliance
7. Faculty Qualifications and Responsibilities	_____	_____	_____

Comments: _____

				Recommendations		
				None	Needs Improvement	Program in Compliance
8. Advisory Committee						
a. Function				_____	_____	_____
b. Membership				_____	_____	_____
c. Meetings				_____	_____	_____
Comments:				_____		

				Recommendations		
				None	Needs Improvement	Program in Compliance
9. Special Needs				_____	_____	_____
Comments:				_____		

				Recommendations		
				None	Needs Improvement	Program in Compliance
10. Equity				_____	_____	_____
Comments:				_____		

				Recommendations		
				None	Needs Improvement	Program in Compliance
11. Health and Safety				_____	_____	_____
Comments:				_____		

Annual Program Evaluation

PROGRAM _____

YEAR _____

Department Chairperson or Instructor

Date

Advisory Committee Chairperson

Date

Dean

Date

Statement of Equal Opportunity

Augusta Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of the Vietnam Era or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities including admissions policies, scholarship and loan programs, athletic, and other college-administered programs. It also encompasses the employment of personnel and contracting for goods and services. Augusta Technical College shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

Augusta Technical College shall maintain a grievance procedure for addressing discrimination concerns. These procedures shall, at a minimum, meet the federal requirements for compliance with Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act.

All job announcements published by Augusta Technical College shall reflect at a minimum that it is an equal opportunity employer or "EOE."

Inquiries concerning the administration of this nondiscrimination policy should be addressed to the following persons who have been designated to handle inquiries regarding Augusta Technical College's nondiscrimination and disability policies:

NONDISCRIMINATION COMPLIANCE COORDINATOR

**RANDAL DAVIS
AUGUSTA CAMPUS
BUILDING 100
706-771-4081**

SPECIAL NEEDS COUNSELOR

**KARISSA WRIGHT
AUGUSTA CAMPUS
BUILDING 1300
706-771-4067**

This policy on nondiscrimination is consistent with Title IX of the Educational Amendments of 1972, Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Executive Order 11246, the Equal Pay Act, the Age Discrimination in Employment Act, the Americans with Disabilities Act, Section

504 of the Rehabilitation Acts of 1973, Section 503 or the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act on 1974, the Immigration Reform and Control Act of 1986, and O.C.G.A. 45-19-21 and other related state statutes (Reference State Board Policy I.B.).